

# School Parent Council Meeting Minutes

**Date:** June 4, 2024

**Time:** 6:05 PM to 7:00 PM

## IN ATTENDANCE

Suzanne Martin - Principal

Bre Kaglar – Secretary Council/Fundraising

Kristen Reid – Treasurer Fundraising

Janine Mitchell – Chair for Fundraising

Jen Minni – Co-chair School Council

Fred Burley – RVS Trustee (VIA ZOOM)

Andrew Doyle – Assistant Principal

Nicole Miller – Casino Leader

Alyssa Wonnick – School Council Member

## AGENDA

18:00-20:00/ Design Commons

- 1.) Call to Order 18:05-18:10
  - a. Approve last meetings minutes
- 2.) Trustee Update – Fred Burley 18:10-18:20
  - a. Boundary review
  - b. Suggested calendars for 2025/2026
  - c. 33 upgraded staff
  - d. Approved operating budget
- 3.) Principal Update – Suzanne Martin 18:20-18:40
  - a. Suzanne will send out SEP survey for feedback, what is working/not working
  - b. Kindergarten Welcome was well attended. Clifford books and gift bags were a hit. Some feedback included:
    - i. Was too hot in the classrooms
    - ii. Long waiting times to see a teacher and very little time to spend with the kids
    - iii. Kids did not have enough time to play
    - iv. Little room to move around, felt very cramped
  - c. Each classroom is doing a survey and will be done by June 14
  - d. Google Drive is a good tool for council/fundraising. Can assign tasks to specific people, centralized place for documents to be loaded and accessible to those are require it

- e. Posters were printed for joining council and casino volunteers for the school dance, posters did not make it into the Welcome to Kindergarten gift bags
- f. Going to try and have more notice about field trips (dates, cost, volunteers) to streamline processes. May send out a field trip calendar in October for the school year

#### 4.) Council Update – Bre Kaglar

18:40-19:00

- a. Hold official AGM meeting September 10
- b. Suzanne will touch base and coordinate with Alberta School Council Association to assist with what we need to do
- c. Bylaws need to be reviewed
- d. Sept 10 is the next meeting, may need to move it depending on trustee availability
- e. Acknowledgement email is not necessary; if you need something or want feedback, please indicate that
- f. Looking at potentially framing the November council/fundraising meeting as an “open house” to encourage attendance and to promote involvement more.
- g. Can we have a pool have volunteers; maybe people don't want to commit to monthly meetings but can contribute here and there. Add this to our questionnaire.
- h. Teacher Appreciate Lunch on the Thursday, June 27<sup>th</sup> as they are done at noon. Pita Basket was a hit, maybe salad bar? Can use the school funds.

#### 5.) Adjournment

19:00

Next Meeting: September 10, 2024 @ 6:00 PM, Design Commons

May Minutes approved. Kristen first, Bre second

# Fundraising Committee Meeting Minutes

**Date:** June 4, 2024

**Time:** 7:00 PM to 7:45 PM

## IN ATTENDANCE

Suzanne Martin - Principal

Bre Kaglar – Secretary Council/Fundraising

Kristen Reid – Treasurer Fundraising

Janine Mitchell – Fundraising Chair

Jennifer Minni – Co-chair

Fred Burley – RVS Trustee

Andrew Doyle – Assistant Principal

Nicole Miller

Alyssa Wonnick

## AGENDA

19:00-19:45/ Design Commons

- 1.) Call to Order 5 Minutes
  - a. Briefly review and approve last meetings minutes
- 2.) Treasurer Update 5 minutes
  - a. Balance of accounts
- 3.) Casino – Nicole 10 minutes
  - i. September 17-18, 2024
  - ii. Decent number of sign-ups so far
  - iii. There was an increase after the Beacon went out
  - iv. Nicole is going to get the application submitted, as it needs to be done 60 days beforehand
  - v. Push for volunteers at the dance
- 4.) Fundraising initiatives for the year: 10 minutes
  - i. Apples for sure, very big hit
  - ii. Feeling a bit burnt out with all the initiatives and pushing and advertising; maybe we can take a step back if the casino is successful
  - iii. 4-6 fundraisers

- iv. High quality products/high return
- v. Some suggestions were west jet vouchers, box of cards
- vi. Pool of volunteers (donate time instead of money)

b. Casino Funds 5 minutes

- i. \$25,489.19 must be spent before January 2025. However, can ask for extension
- ii. Technology is a priority
- iii. Need to submit a scope of work and will finalize at first meeting in September so we can get the scope of work submitted

c. Dance – June 6, 2024 Hawaiian Theme 10 minutes

- i. Suzanne created beachy pictures
- ii. Totes to hold colouring have be cricut-ed
- iii. Disco lights are ready
- iv. Lilo and Stitch movie, Kristen will send with a kiddo tomorrow
- v. Square – Janine will set up
- vi. Suzanne will send out a text reminder about bringing cash if possible
- vii. Kristen has leis and ring pops, Janine purchased glow stick bracelts, and Bre has tickets
- viii. Be at the school for 5pm for set up

d. AGM – Advertised in the August 5<sup>th</sup> Summer Beacon, as we need to advise parents 30 days in advance

5.) Adjournment 19:45

Next Meeting: September 10, 2024 @ 7:00 PM, Design Commons

